



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **RESEARCH ANALYST II**

**\$4,467 - \$5,431**

**STATISTICAL ANALYSIS DIVISION**

**LOS ANGELES**

**RESPONSIBILITIES:** Under direction of the Division Chief (Research Manager II), the incumbent will be responsible for handling all phases of each project assigned, from project development, data collection, data validation, resubmissions, table development and report generation. Duties include but are not limited to: design, program, test and implement automated data collection systems, surveys and special studies; develop support systems such as tracking, editing and summary level reporting using PC's and commercial software; review and analyze quality of data; conduct necessary research and studies; prepare written reports of the findings to management; and perform other related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

- Bachelor degree in math, statistics, business administration, economics, or other science degrees with adequate math/computer background.
- Proficient in working with personal computers and the following types of software & databases: Oracle, Oracle Discoverer, Microsoft Access, Microsoft Excel, and SQL.
- Good analytical and communication skills.
- Ability to participate in a cooperative team environment and follow the day-to-day work progress of teams and individual analysts, and ensure that all project timetables are met.
- Knowledge of research methods and techniques including planning studies and investigations, statistical procedures, general principles, concepts and terminology used in research.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Research Analyst II (General) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Elizabeth Garcia, Department of Insurance-Human Resources, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814.

**PLEASE INDICATE "RESEARCH ANALYST II (G), #413-318-5731-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**     **July 20, 2007, or Until Filled**

**NOTE:**             **Interested individuals must submit an application in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**